ARAPAHOE LIBRARY DISTRICT

MEETING OF THE BOARD OF TRUSTEES

September 16, 2025

Kelver Library
585 S Main St
Byers, CO

MEMBERS PRESENT: Bill Shaw, Theresa Mehringer, Steve Oliver, Katie Schroeder, Sally Daigle, Sarah Grazier

MEMBERS ABSENT: Liz Nichols

PUBLIC: Sanjai Natesan; Ravichandran Packirisamy, Steven Vetter

OTHERS ATTENDING: Courtney Intara, Attorney

STAFF PRESENT: Oli Sanidas, Executive Director (virtual); Marie Greene, Executive Assistant; Jennifer Mahin, Finance, Facilities and Safety Director; Caroline Heinselman, Director of People Services; Anthony White, Director of Innovation and Technology (virtual); Jessica Sidener, Director of Marketing Strategy and Community Relations; Lindsay Heinzerling, Associate Director of Library Operations; Paula Langsam, Library Manager; Kipp Entzel, Safety Manager; Mollie Lancaster, Collection Development Librarian; Melissa Taylor, Library Manager

Katie Schroeder opened the meeting at 6:35 p.m.

Katie opened the meeting to public comment by reading the Guidelines for Public Introductions and Comment:

Thank you for attending this meeting of the Arapahoe Library District Board of Trustees. We appreciate your interest. It is the policy of the Board to invite audience participation during the public comment portion of the agenda set aside for this purpose.

1. If you wish to speak, please sign your name and address on the sign-in sheet.
2. You may take up to five minutes to make your comments. (This time constraint may be modified by the Board President to be less than five minutes if there are a number of persons wishing to speak.)

3. We will take up to 10 minutes for public comment at the beginning of the meeting. If there are more comments, we will provide additional time at the end of the meeting for an additional 30 minutes.
4. The Trustees will not be able to engage in dialogue with you, but they will make sure that you are contacted at a later time to answer any questions you may have.
5. If you have not already been introduced to the Board, please state your name and address before you begin.
6. We thank you for coming to this meeting and for your interest in the Arapahoe Library District.

Sanjai Natesan introduced himself to the board as a representative of several non-profit organizations related to Indian languages. He explained they have 180 students currently studying Indian languages and interest is growing. The organizations get the curriculum books from India, but would like to inquire about whether ALD would be willing to include Indian language books in its collection to give the students access to more Indian language resources. He noted that a letter was sent to the ALD board with this request as well. His organizations are open to donating books to the library.

APPROVAL OF MINUTES No. 864 and 865: Sarah Grazier moved to approve the minutes from the August 19, 2025 regular meeting of the board and the August 26, 2025 special board meeting, Sally Daigle seconded and the motion passed.

CONSENT AGENDA:

Items affecting 2025:

A. Approval of an estimated spend of $280,000 with APCO Electric, Inc., our RFP approved Electrical vendor. There is spending of $128,900 related to awarding the work to APCO for the Dedicated Circuit project, previously approved by the Board. The balance is district wide projects and repairs.
B. Approval of an estimated spend of $235,000 with Keesen Landscaping for 2025. Previously, $200,000 had been approved, the increase is due to additional district projects for 2025.
C. Approval of an estimated spend of $145,000 with Encore Electric for Audio, Visual and Electrical work in 2025. Previously, $100,000 was approved, the increase being due to a refresh of the Koelbel Forum, Eloise May meeting rooms, and Kelver meeting rooms.
D. Approval of an estimated spend of $170,000 with EON Enterprises for furniture purchases across the District. $77,128 relates to work for the Admin Remodel project (which was included as part of the original budget), with the balance being miscellaneous purchases.

Items affecting 2026:

E. Approval of work on an RFP to identify a preferred Landscaping vendor for 2026 and beyond. At this time, we estimate we will not spend more than $275,000 with this vendor in 2026.
F. Approval of work on an RFP to identify a preferred Janitorial vendor for 2026 and beyond. At this time, we estimate we will not spend more than $700,000 with this vendor in 2026.
G. Approval of an estimated spend not to exceed $570,000 in 2026 with GovConnection, our approved IT vendor. This covers software licensing for Adobe, Microsoft and Google, as well as hardware purchases for both patron and staff use across the District.

Sally Daigle moved to approve the consent agenda as presented. Theresa Mehringer seconded and the motion passed.

Bill Shaw asked for clarification on why two items, 6B and 6E, are for landscaping vendors. Jennifer Mahin clarified that the vendor from 6B is ALD's current landscaping vendor who will be doing additional projects for ALD, which is the reason for the agenda item, and ALD plans to do an RFP for a landscaping vendor in 2026, which is what's indicated in item 6E.

FINANCIALS: Jennifer Mahin reviewed the financials with the trustees.

Steve Oliver moved to accept the Financials as presented. Bill Shaw seconded, and the motion passed. Approval of the Financials means:

- Acceptance of the Statement of Revenue and Expense
- Acceptance of the Balance Sheet

BOARD PRESIDENT REPORT: Katie Schroeder reported that she attended a tour of The Space and was excited to see the project coming together. She also attended one day of the CALCON conference and participated in some trustee sessions. She also reported that she attended the Koelbel used book sale over the weekend and said it was extremely busy, particularly on Sunday.

EXECUTIVE DIRECTOR REPORT: Oli Sanidas congratulated the Facilities team for the Gold certification from the Colorado Green Business Network. Jennifer Mahin explained further the work that ALD has been doing to achieve the Gold certification.

Bill Shaw inquired about the news article that announced the two branches from Aurora Libraries that will be closing and asked if those closures will impact Eloise May Library. Oli responded that it's hard to predict, but expects that they will have an impact and is glad that ALD is building the May Annex to help accommodate the need for services in that community. Bill wondered if there is a way to track if any new patrons previously utilized one of the Aurora Library branches that is planned to close. Sarah Grazier asked if ALD has any formal partnerships or agreements with neighboring organizations or libraries for coordinated programs. Jessica Sidener answered yes, ALD occasionally has partnerships with other organizations.

LEGAL STATUS REPORT: Attorney Courtney Intara reported that her colleague Beth Dauer attended the CALCON session regarding IGAs and said that there will be more discussions on standards for creating agreements. Courtney also reported that ALD's IGA with the Board of County Commissioners and Deer Trail School District has been fully executed.

STRATEGIC PLAN AND DATA REPORT: Caroline Heinselman, Director of People Services, highlighted some data about ALD staff. She noted that once The Space opens, ALD will be adding staff to its baseline staffing numbers. She clarified the difference between full-time staff/FTE numbers and total headcount, which includes part-time staff. She noted ALD has five generations of employees. She also showed some numbers related to longevity of ALD's staff, the turnover rate, as well as participation in and expenses for the medical plan. Katie Schroeder asked about the increase in the medical plan participation rate and Caroline responded that ALD's plan is very competitive. Theresa Mehringer noted that many medical plans include a limitation that spouses can only join an employer's plan when they are not eligible for any other plan. Katie Schroeder and Sarah Grazier asked about the turnover rate and whether it's comparable to other library districts and if ALD has gathered any feedback from staff about why they stay longer than at other organizations. Caroline responded that ALD has made attempts in the past at gathering feedback from staff and that there has been a lot of work done to build good culture at ALD; the philosophy is to take good care of the staff so they can better take care of the patrons.

OTHER BUSINESS: No other business was brought before the Board.

Sally Daigle moved to adjourn, Theresa Mehringer seconded and the meeting was adjourned at 7:30 pm.

22/10/2025	Liz Nichols Liz Nichols (Oct 22, 2025 10:31:29 MDT)
Date Approved	Liz Nichols, Secretary

September 16, 2025 Meeting Minutes_TO BE SIGNED

Final Audit Report 2025-10-22

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